

Appendix A – Public Speaking at Meetings Procedure Rules

4j 3 Cabinet meetings

4j 3.1 General

a) Members of the public may ask questions of Members of the Cabinet **in relation to matters which in the opinion of the Leader are relevant to the business of the meeting.**

b) Each speaker will be limited to two minutes in which to ask their question. Subject to the Leader's discretion, there will be an overall limit of 15 minutes for public questions, or a total of six questions, whichever is the greater.

4j 3.2 Order of questions

Questions will be asked in the order notice of them was received, except that the Leader may group together similar questions.

4j 3.3 Notice of questions

A question may only be asked if notice has been given by delivering it in writing or by electronic mail to the Proper Officer no later than 12.00 pm **three working days before the day of the meeting** (email: committeeservices@horsham.gov.uk). **Each question must give the name and address of the questioner.**

4j 3.4 Number of questions

At any meeting **no person may submit more than one question** and no more than one question may be asked on behalf of an organisation.

4j 3.5 Scope of questions

The Head of Paid Service may reject a question if it:

- a) is not about a matter for which the Council has a responsibility or which affects the District;
- b) is defamatory, frivolous or offensive;
- c) is substantially the same as a question which has been put at a meeting of the Council in the past six months; or
- d) requires the disclosure of confidential or exempt information.

4j 3.6 Record of questions

The Head of Paid Service will immediately send a copy of the question to the Cabinet Member to whom it is to be put. Rejected questions will include reasons for rejection. Copies of all questions will be made available to all those attending the meeting.

4j 3.7 Asking the question at the meeting

The Leader will invite the questioner (**who must be present**) to put the question, as submitted, to the Cabinet Member named in the notice.

4j 3.8 Supplementary question

A questioner who has put a question may also put one supplementary question without notice to the Cabinet Member who has replied to his or her original question. A supplementary question must arise directly out of the original question or the reply. The Leader may reject a supplementary question on any of the grounds set out in 4j 3.5 above.

4j 3.9 Written answers

Any question which cannot be dealt with during public question time, either because of lack of time or because of the non-attendance of the Cabinet Member to whom it was to be put, will be dealt with by a written answer.

Source: Horsham District Council Constitution, August 2023, Available at:

<https://horsham.moderngov.co.uk/documents/s24709/Horsham%20District%20Council%20Constitution.pdf>